

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



May 8, 2002

ALL COUNTY INFORMATION NOTICE I-33-02

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by
One or More Counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: QUESTIONS AND ANSWERS DUE TO THE RECENT REVISION OF THE CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKS) CASH GRANT CASELOAD MOVEMENT REPORT, CA 237 CW (11/01); CALWORKS REPORT ON REASONS FOR DISCONTINUANCES OF CASH GRANT, CA 253 CW (11/01) AND CALWORKS REPORT ON REASONS FOR DENIALS AND OTHER NON-APPROVALS OF APPLICATIONS FOR CASH GRANT, CA 255 CW (11/01)

REFERENCE: ALL COUNTY LETTER 01-66, dated September 18, 2001;
COUNTY FISCAL LETTER 01/02-31, dated September 27, 2001;
ALL COUNTY LETTER 01-78, dated October 31, 2001

The purpose of this letter is to transmit the attached questions and answers pertaining to data collection for the CA 237 CW, CA 253 CW and the CA 255 CW reports. Recently, the Data Systems and Survey Design Bureau (DSSDB) issued ACL 01-78 revising the above-mentioned reports to collect information necessary to track CalWORKs cases in which the adult has received Temporary Assistance for Needy Families (TANF) funded assistance for a cumulative total of 60 months. A new column, titled "TANF Timed-Out Cases," was added to each report form to separately track these cases. Since the release of these revised reports, we have received a number of questions from the county staff who complete and send this data to DSSDB. We have compiled these questions and our responses in the attachment.

ALL COUNTY WELFARE DIRECTORS
Page Two

I hope you find this information helpful. If you have further questions regarding this letter, please contact Pam Kian of the Data Systems and Survey Design Bureau at (916) 657-4355. Program-related questions should be directed to your CalWORKs Program analyst at (916) 654-1322.

Sincerely,

***Original Document Signed By
Lois VanBeers on 5/8/02***

LOIS VANBEERS
Deputy Director
Research and Development Division

Attachment

c: CWDA

QUESTIONS AND ANSWERS

CA 237 CW (11/01)

CA 253 CW (11/01)

CA 255 CW (11/01)

ADJUSTMENTS

1. Why were extra line items 1b and 6b added to the CA 237 CW report?

In an ongoing effort to streamline data reporting, the Data Systems and Survey Design Bureau (DSSDB) is revising all of its report forms and instructions to incorporate updated format standards. These new format standards will make the forms easier-to-read and understand, and provide more uniformity among DSSDB reports. An area on the CA 237 CW that was identified for improvement was the carryover/adjustment data field. The extra lines were included to demonstrate the numerical logic behind the difference between the prior month and the current month's report.

2. How do these new line items work?

Lines 1 and 6 will have the current month's figures for applications and cases reported in these data fields. Lines 1a and 6a will reflect the same figure as the prior month's items 5 and 12, respectively. Lines 1b and 6b are the **differences** between the prior month figures and the current month figures: this is the "adjustment." The end result should be that lines 1a plus 1b equals line 1, and lines 6a plus 6b equals line 6.

3. Rather than use Lines 1b and 6b for an Adjustment, can we resubmit a corrected/revised report for the month the error was made?

Yes. Counties have two options when addressing corrections: adjusting or resubmitting. Counties may submit a corrected/revised report if it is done in a timely fashion. If the county sends in a revised report, any subsequent months' reports affected by the revision must also be corrected to reflect the change(s).

4. What are examples of adjustments that might be reported on Lines 1b and 6b?

For example, it is discovered that one case discontinued several months ago was counted as active. In this instance, the count for cases carried forward, PART B, Item 6, would be one case less than Item 12 in the prior month's report. Item 12 from the prior month's report would be shown on Item 6a and the adjustment of one case would be shown in Item 6b. An explanation is required in the Comments section. (This same procedure would also apply for applications in PART A, Items 1, 1a and 1b.)

5. How do I report TANF Timed-Out Cases that are effective December 1, 2001?

Since the CA 237 CW report was effective with the December report month along with its companion reports (CA 253 CW and CA 255 CW), transferring TANF Timed-Out cases have to be “adjusted” for the initial month. For example, a county has 200 All Other cases in which the adult will reach his/her 60-month TANF time limit effective November 30th. In order to move those cases over to the TANF Timed-Out column, an adjustment on Item 6b adding those cases has to be shown on the December CA 237 CW report. Item 6, “Cases carried forward from last month,” would show 200 cases. Item 6a, “Item 12 from last month,” would show 0 cases and 6b, “Adjustment to Item 6a,” would show 200 again.

TANF TIMED-OUT

6. How do I report TANF Timed-Out Cases that are effective January 1, 2002 on the December report?

All program segment transfers are treated in the same manner. It is most likely that cases transferring into the TANF Timed-Out category will be coming from the All Other Families category. (We do, however, have accommodation for transfers from Two Parent Families to TANF Timed-Out as well.) In order to show the movement, the transfer has to be reported on the CA 237 CW and its companion report, the CA 253 CW.

For example, a county has 100 All Other Families cases in which the adult will reach his/her 60-month TANF time limit effective December 31st. Those cases will be reported on the CA 237 CW on two separate Items and in two different columns as follows:

- Item 10, “Cases deducted due to transfer to another program segment”
100 cases in the All Other Families column (Cell 86).
- Item 11, “Cases added due to transfers from another program segment”
100 cases in the TANF Timed-Out column (Cell 91).

This reflects the movement on the CA 237 CW report. A breakdown of the transfer is then reported on the CA 253 CW in three separate items/columns as follows:

- Item 13, “Total cases transferred to another segment”
100 cases in the All other Families column (Cell 72).
- Item 13h “Cases transferred from All Other to TANF Timed-Out Cases,”
100 cases in the TANF Timed-Out column (Cell 81).
- Item 14 “Total cases transferred from another program segment”
100 cases in the TANF Timed-Out column (Cell 88). The activity reported on the CA 253 CW is as it will be effective the first of the following month.

7. How do I report TANF Timed-Out cases effective both December 1st and January 1st on the December CA 237 CW report?

See answers 5 and 6 above. Attached are examples of the CA 237 CW and CA 253 CW reports showing the above scenarios. Also attached is a CA 253 CW report, which shows the formulas under Part B., "Discontinuances due to Program Segment Transfers."

8. Will I have TANF Timed-Out cases reported under Item 7, "Cases added during the month"? It seems that these cases are only transferring from the current caseload as the adult reaches his/her 60-month TANF time limit.

Item 7 is a total of four data elements: Applications approved, Restorations approved, Transfers from other counties and Other approvals. Any one of these items could apply to a TANF Timed-Out case. It seems unlikely that the majority of your TANF Timed-Out cases will fall under item 7, however certain circumstances may deem appropriate. For example, there could be a case when the person applying for aid may have exceeded his/her 60 months on TANF in another state (some states implemented TANF prior to California). Under this circumstance, it is possible to have an approved application or restoration reported in the TANF Timed-Out column. The "other approvals" line item should be limited to situations such as appeal cases, cases erroneously discontinued or CW 7 discontinuances where completion of a new application is deemed unnecessary. Item 7 is the same for the TANF Timed-Out category as the other three categories.

Typically, it is in the active caseload that the adults reach their 60-month time limit; thereby shifting the family to a TANF Timed-Out case.

AID CODES

9. What aid codes should be included in PART B?

All CalWORKs federally funded aid codes, except the diversion codes, are included in PART B [30, 33, 3P and 3R]. Additionally, CalWORKs State-only cash assistance aid codes [32, 35, 3G, 3L, 3M and 3W] and mixed cases that have at least one federally eligible legal non-citizen and one non-federally eligible non-citizen [3E, 3H and 3U] are included. Please refer to All County Letter 01-66, dated September 18, 2001 for a complete listing of these aid codes and their definitions.

10. What aid codes should be included in PART C?

It was brought to CDSS' attention that although this section of the report did not change, the instructions on which aid codes to use to collect the data did. In the implementing ACL (99-59, dated September 2, 1999), counties were instructed to report non-citizen cases and persons who received "State-only" cash grants for the report month in the non-citizen section of the CA 237 CW. However, the instruction

contradicted itself by listing the “Mixed” aid codes as well. Consequently, it is necessary to clarify which group of non-citizens should be reported in Part C. Non-citizen cases and individuals that are eligible to or have received **State-only** cash assistance [3G, 3L and 3M] exclusively are reported in Part C. Additionally, these State-only cases and individuals roll up into the total caseload counts reported under Part B.

The “Mixed” aid codes [3E, 3H and 3U] are not to be reported under the non-citizen section of the CA 237 CW report, but should be reported under Part B. See answer 9 above for an explanation of all the aid codes reported under Part B.

11. Other cases (zero grant cases, less than \$10, etc.) are reported on the CA 237 CW in Item 8b. What if our county can provide a case count but cannot provide the number of children/adults in 8b?

If your county can identify the number of cases not receiving a cash grant (8b), there should be a methodology your county can use to report the number of persons accordingly. For example, if your county has a ratio of .91 adults and 2.33 children in your cash grant (8a) Two Parent caseload, then this ratio can be used to calculate the number of adults and children in the 8b Two Parent caseload. Therefore, if you have 100 Two Parent 8b cases, then the number of persons, using the above ratios, would be 91 adults and 233 children in the corresponding 8b column. This same methodology could be used for Zero Parent and All Other families also. Whatever method your county decides to use, it must be consistent with each of the family columns and must not duplicate person counts already in the cash grant caseload. (If your automated system is counting 8b persons but can not extract them from the 8a persons count, do not use the above example without subtracting the number of persons from 8a first.)

When the CA 237 CW was revised due to the implementation of the Separate State Two Parent Program, CDSS and the county work groups, working on these issues at the time, determined that these additional data for the “other cases” would provide greater consistency and, thereby, more meaningful data.

SEND ONE COPY OF THIS REPORT TO: California Department of Social Services Data Systems and Survey Design Bureau, M.S. 9-081 P.O. Box 944243 Sacramento, CA 94244-2430 FAX: (916) 657-2074

VERSION	COUNTY NAME	CODE	REPORT MONTH AND YEAR		
PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION					
1.		1			
a. Item 5 from last month		2			
b. Adjustment to Item 1a (Positive or negative number) (Explain in Comments).....		3			
2. Applications received during the month (Item 2a plus Item 2b).....		4			
a. Applications.....		5			
b. Requests for restoration.....		6			
3. Total applications on hand during the month (Item 1 plus Item 2).....		7			
4. Applications disposed of during the month (Items 4a, 4b and 4c).....		8			
a. Applications approved [Item 7a plus Item 7b (all columns)].....		9			
b. Applications denied (Same as Item 1, CA 255 CW)		10			
1) Applications denied due to receipt of Diversion payments or services (Same as Item 10, CA 255 CW)		11			
c. Other application dispositions (cancellations and withdrawals) (Same as Items 12 plus 13, CA 255 CW)		12			
5. Applications/requests pending at the end of the month (Item 3 minus Item 4).....		13			
PART B. CASELOAD (ALL)		Two Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out Cases (D)
Cases Added					
6. Cases carried forward from last month (Item 6a plus Item 6b).....		14	15	16	17 200
a. Item 12 from last month		18	19	20	21 0
b. Adjustment to Item 6a (Positive or negative number) (Explain in Comments).....		22	23	24	25 200
7. Cases added during the month (Items 7a through 7d).....		26	27	28	29 0
a. Applications approved.....		30	31	32	33 0
b. Restorations approved.....		34	35	36	37 0
c. Transfers from other counties.....		38	39	40	41 0
d. Other approvals (appeal cases, CW 7s, etc.).....		42	43	44	45 0
Caseload					
8. Total cases open during the month (Item 8a plus Item 8b).....		46	47	48	49 200
a. Cases receiving cash grant (\$10 or more).....		50	51	52	53 200
1) Children in Item 8a cases.....		54	55	56	57 300
2) Adults in Item 8a cases.....		58		59	60 180
3) Total persons [Item 8a1) plus Item 8a2)].....		61	62	63	64 480
b. Other cases (zero grant cases, less than \$10 cases, etc.).....		65	66	67	68 0
1) Children in Item 8b cases.....		69	70	71	72 0
2) Adults in Item 8b cases.....		73		74	75 0
3) Total persons [Item 8b1) plus Item 8b2)].....		76	77	78	79 0

VERSION	COUNTY NAME	CODE	REPORT MONTH AND YEAR		
Case Exits		Two Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out Cases (D)
9. Cases discontinued during the month (Same as Item 1, CA 253 CW).....		80	81	82	83 0
10. Cases deducted due to transfers to another program segment during the month (Same as Item 13, CA 253 CW)...		84	85	86 100	87 0
11. Cases added due to transfers from another program segment during the month (Same as Item 14, CA 253 CW)...		88	89	90	91 100
12. Cases open at the end of the month [Item 8 minus (Item 9 and Item 10) plus Item 11].....		92	93	94	95 300
PART C. NON-CITIZEN CASELOAD					
13. Cases open during the month (Item 13a plus Item 13b).....		96	97	98	
a. Cases receiving cash grant (\$10 or more).....		99	100	101	
1) Children in Item 13a cases.....		102	103	104	
2) Adults in Item 13a cases.....		105		106	
3) Total persons [Item 13a1) plus Item 13a2)].....		107	108	109	
b. Other cases (zero grant cases, less than \$10 cases, etc.)...		110	111	112	
1) Children in Item 13b cases.....		113	114	115	
2) Adults in Item 13b cases.....		116		117	
3) Total persons [Item 13b1) plus Item 13b2)].....		118	119	120	
COMMENTS					
CONTACT PERSON (Print)		TELEPHONE ()		DATE COMPLETED	
TITLE/CLASSIFICATION		FAX ()			

SAMPLE**California Work Opportunity and
Responsibility to Kids (CalWORKs) Report on
Reasons for Discontinuances of Cash Grant**

SEND ONE COPY OF THIS REPORT TO:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

COUNTY NAME		REPORT MONTH AND YEAR			
PART A. REASONS FOR DISCONTINUANCES OF CASH GRANT		Two Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out Cases (D)
1. Total cases discontinued during the month (Items 2 through 12) (Same as Item 9, CA 237 CW).....		1	2	3	4
2. Cases with no eligible child.....		5	6	7	8
3. Cases with children no longer deprived of support or care.....		9	10	11	12
4. Cases with resources that exceed limits.....		13	14	15	16
5. Cases with income that exceeds standards (Items 5a through 5e).....		17	18	19	20
a. Earnings increased.....		21	22	23	24
b. Benefits or pensions increased.....		25	26	27	28
c. Support from person inside home increased.....		29	30	31	32
d. Support from person outside home increased.....		33	34	35	36
e. Requirements reduced.....		37	38	39	40
6. Cases with client who moved or cannot be located.....		41	42	43	44
7. Cases discontinued due to recipient initiative.....		45	46	47	48
a. Cases discontinued due to CW 7 noncompliance.....		49	50	51	52
8. Cases excluded by law for reasons other than time limits and citizenship.....		53	54	55	56
9. Cases discontinued due to expiration of CalWORKs 60-month time limits.....		57	58	59	60
10. Cases transferred to another county.....		61	62	63	64
11. Cases transferred to Kin-GAP Program.....			65		
12. Cases transferred to Foster Care Program.....		66	67	68	69
PART B. DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFERS					
13. Total cases transferred to another program segment during the month (Same as Item 10, CA 237 CW).....		70	71	72	73
a. Cases transferred from Two Parent to Zero Parent Families.....			74		
b. Cases transferred from Two Parent to All Other Families.....				75	
c. Cases transferred from Two Parent to TANF Timed-Out Cases.....					76
d. Cases transferred from Zero Parent to Two Parent Families.....		77			
e. Cases transferred from Zero Parent to All Other Families.....				78	
f. Cases transferred from All Other to Two Parent Families.....		79			
g. Cases transferred from All Other to Zero Parent Families.....			80		
h. Cases transferred from All Other to TANF Timed-Out Cases.....					81
i. Cases transferred from TANF Timed-Out to Two Parent Families.....		82			
j. Cases transferred from TANF Timed-Out to Zero Parent Families.....			83		
k. Cases transferred from TANF Timed-Out to All Other Families.....				84	
14. Total cases transferred from another program segment during the month. (Same as Item 11, CA 237 CW).....		85	86	87	88
					100
COMMENTS					
CONTACT PERSON (Print)		TELEPHONE ()		DATE COMPLETED	
TITLE/CLASSIFICATION		FAX ()			

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COUNTY NAME	REPORT MONTH AND YEAR			
PART A. REASONS FOR DISCONTINUANCES OF CASH GRANT	Two Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out Cases (D)
1. Total cases discontinued during the month (Items 2 through 12) (Same as Item 9, CA 237 CW).....	1	2	3	4
2. Cases with no eligible child.....	5	6	7	8
3. Cases with children no longer deprived of support or care.....	9	10	11	12
4. Cases with resources that exceed limits.....	13	14	15	16
5. Cases with income that exceeds standards (Items 5a through 5e).....	17	18	19	20
a. Earnings increased.....	21	22	23	24
b. Benefits or pensions increased.....	25	26	27	28
c. Support from person inside home increased.....	29	30	31	32
d. Support from person outside home increased.....	33	34	35	36
e. Requirements reduced.....	37	38	39	40
6. Cases with client who moved or cannot be located.....	41	42	43	44
7. Cases discontinued due to recipient initiative.....	45	46	47	48
a. Cases discontinued due to CW 7 noncompliance.....	49	50	51	52
8. Cases excluded by law for reasons other than time limits and citizenship.....	53	54	55	56
9. Cases discontinued due to expiration of CalWORKs 60-month time limits.....	57	58	59	60
10. Cases transferred to another county.....	61	62	63	64
11. Cases transferred to Kin-GAP Program.....		65		
12. Cases transferred to Foster Care Program.....	66	67	68	69
PART B. DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFERS				
13. Total cases transferred to another program segment during the month (Same as Item 10, CA 237 CW).....	70 equals sum of cells: 74 + 75 + 76	71 equals sum of cells: 77 + 78	72 equals sum of cells: 79 + 80 + 81	73 equals sum of cells: 82 + 83 + 84
a. Cases transferred from Two Parent to Zero Parent Families.....		74		
b. Cases transferred from Two Parent to All Other Families.....			75	
c. Cases transferred from Two Parent to TANF Timed-Out Cases.....				76
d. Cases transferred from Zero Parent to Two Parent Families.....	77			
e. Cases transferred from Zero Parent to All Other Families.....			78	
f. Cases transferred from All Other to Two Parent Families.....	79			
g. Cases transferred from All Other to Zero Parent Families.....		80		
h. Cases transferred from All Other to TANF Timed-Out Cases.....				81
i. Cases transferred from TANF Timed-Out to Two Parent Families.....	82			
j. Cases transferred from TANF Timed-Out to Zero Parent Families.....		83		
k. Cases transferred from TANF Timed-Out to All Other Families.....			84	
14. Total cases transferred from another program segment during the month. (Same as Item 11, CA 237 CW).....	85 equals sum of cells: 77 + 79 + 82	86 equals sum of cells: 74 + 80 + 83	87 equals sum of cells: 75 + 78 + 84	88 equals sum of cells: 76 + 81
COMMENTS				
CONTACT PERSON (Print)	TELEPHONE ()		DATE COMPLETED	
TITLE/CLASSIFICATION	FAX ()			